



East Palestine Community Improvement Corporation

April 28, 2026

Minutes

1. **Call to Order:** Ms. Herriott, Mr. Brittain, Ms. Smith, Mr. Blythe and Mr. Clark (Mr. Clark left at 10:50a.m.).
Others Present: Mike Jacoby via Teams, Chris Page, Courtney Stewart, Lenny Glavan, Dave Powers, Misti Martin and Shannon from Build with M & D.
2. **Minutes:** In reference to the minutes of 3/24 meeting, it was noted that Ms. Smith seconded Ms. Herriott appointment as President/Treasurer, it was written that Ms. Herriott seconded her own appointment. The minutes of the regular meeting of 3/24 and the special meeting of 4/20 were approved on a motion by Mr. Brittain seconded by Ms. Smith.
3. **Financial Report:** Total operating income as of the end of March totaled \$389.11. Total operating expenses were \$31,146.17 for a net loss of \$30,757.06. Total liabilities/equities were at \$2,414,897.61.
4. **Old Business:**
 - a. **Project Updates:**
 - i. **State/Fed Filing:** State/Federal IRS reporting – Hinkle. The fee for filing is paid but still needs filed. The IRS 990 form has been filed.
 - ii. **Depot:** Advertisement for bids will be 5/6 & 5/13, a mandatory walkthrough will be May 15, bid opening is 6/3 with the commissioners awarding the project 6/10 as long as it's within cost parameters. CDBG grant is approved and the agreement is in hand. They need to work on finding a new location/lease for the two-semi trucks who have been parking at the Depot. This project will be bid through the County and publicly advertised.

- iii. **Plaza:** Design is almost done and soil borings are complete. Strollo believes this can be bid/permitted late May with a potential construction start date of January. This will be a bid by invitation project. Project.
- iv. **Jasar Property:** There is a letter of intent for the first property (they are asking for a five-year energy audit) and lease interest for the other two properties. The replat of residential home on the property is not yet complete (Chamberlain Surveying).
- v. **90/94 N. Market:** There was discussion of rental interest/a masseuse/or pop-up shop opportunities for 94 N. Market. Other discussion included what the goals of the board are, being landlords or rehabbing these properties and then selling them. The general consensus was to get the properties “safe” and then sell them.
- vi. **Business Park/JEDD:** Steps have been taken to make the CIC a co-applicant for the EDA Grant. The JEDD continues to move forward. Mr. Jacoby was to relay the SAM.gov login information to President Herriott.

5. New Business:

- a. **Renewal of Directors & Officers Insurance Policy:** The D & O Insurance needs to be renewed in May; in the past there is a rider for theft & crime protection, cyber risk and terrorism coverage. The renewal cost is \$3,058.00 through Cincinnati Insurance. There is an increase from last year due to the balance sheet looking much different. The company is recommending an employment practices coverage at a cost of \$300.00 considering the potential for hiring a part time executive director as well as additional cyber coverage at an additional \$200.00. Mr. Brittain motioned to authorize President Herriott to renew the above coverage seconded by Mr. Blythe. Passed unanimously. It was noted President Herriott will need to sign additional paperwork in reference to real estate insurance coverage.
- 6. Executive Session:** Ms. Herriott moved that the board determine, by majority vote of the quorum by roll call and in accordance with ORC 121.22 G 1 that it is necessary to enter executive session to consider the relocation, location, expansion, improvement or preservation of a business opportunity – ORC 1724.11 B 1 and the employment or compensation of an official with this board, inviting in Mike Jacoby, Courtney Stewart, Dave Powers and Misti Martin. Mr. Blythe seconded the motion. Passed unanimously.
- 7. Return to Public Session:** Ms. Herriott motioned to return to public session seconded by Ms. Smith. Passed unanimously.
- 8. Next Meeting:** 10 am Tuesday May 26.
- 9. Adjourn:** Ms. Herriott motioned to adjourn seconded by Mr. Povenski. All in favor, meeting adjourned.